

Tradition continues

Agency says ‘thank you’ to veterans, Capitol Police for their service

For the second year in a row, employees of the Department of Administration organized a special project to honor Kansas military veterans and members of the Kansas Highway Patrol’s Capitol Police by presenting them with handmade cards of appreciation.

The cards were delivered on Feb. 18 and 19 to Capitol Police staff who work throughout the complex and to veterans who are patients at the Colmery-O’Neil Veterans Affairs Medical Center. The trip to the VA coincides with the annual National Salute to Veteran Patient Week.

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Senate votes 37-2 for confirmation of Shipman to serve as Secretary of Department of Administration

The Kansas Senate on Feb. 17, by a vote of 37-2, approved Gov. Sam Brownback’s cabinet nominee for Secretary of Administration, Sarah Shipman.

“I am pleased Sarah’s qualifications were so widely recognized by members of the Senate,” said Gov. Brownback. “She is deeply knowl-

edgeable about the department’s responsibilities and extremely well suited for this position. She will serve the citizens of Kansas well.”

Shipman was appointed by the Governor on July 24, 2015. She has been with the Department of Administration since October 2011

and served as its Deputy Secretary and Chief Counsel since March 2014. She received her Juris Doctor from Washburn University School of Law and her bachelor’s degree from Southwestern College.

Shipman succeeds Secretary Jim Clark, who retired in July.

Meet Delores Sharp



Office of Facilities and Property Management

Position:

Custodial Specialist

Job Duties:

Working on the third floor
of the Kansas Statehouse

How long you've been with D of A:

Since 2009

Favorite part of your job:

I get to meet interesting people, esp. on the third
floor during the legislative session.

Interesting fact about you:

I enjoy watching non-fiction history shows.

Favorite hobby:

Baking

How you would spend an ideal day off:

Spending time playing with my grandchildren



A note from the Secretary...

As the saying goes, time marches on and that's certainly been the case in 2016. The legislative session has passed a major deadline and is churning along toward a March adjournment for the traditional spring recess.

We have been busy in the Department of Administration testifying before numerous House and Senate committees regarding bills that were introduced last year, a revision to the 2016 and 2017 state budgets and several presentations regarding the Legislature's efficiency study conducted by the firm Alvarez & Marsal. As I said, we're busy and it's not going to slow down anytime soon.

I appreciate all the support shown by the agency staff during the confirmation process. I look forward to continuing my work as Secretary and serving the Governor for the remaining years of his administration. We have a lot of work to do as we continue our mission to serve our sister agencies and the residents of Kansas.

Perhaps the biggest issue for the Department of Administration is working with legislators and the Governor's office on the implementation of approximately 30 recommendations for efficiencies put forward by A&M. Some of them will require legislative action, while others can be accomplished with direction either from the Governor or by the agency internally.

What it all means for the agency is starting to come into focus. It is clear that the Department of Administration will be heavily involved in finding savings and reorganizing some of our operations to take on additional responsibilities, such as the recommendations regarding contracts and procurement. We will keep you all informed about these changes as we navigate the process, though much of the heavy lifting will occur after the legislators end their session later this spring.

Please reach out to my office or your Division Director about these changes and any other piece of legislation that may be introduced. There is a lot to process with the recommendations, and we will get you the answers as best we can.

Remember that just because bills are introduced, it doesn't mean that the ideas will become law and you should change how you carry out your duties with the agency. Just continue doing what you do best, which is providing the best customer service possible.

Thanks again for all you do. It is because of your dedication and professionalism that the Department of Administration will be asked to do more. It speaks to our reputation for getting the job done, and that's something we should be proud of each day.

Sarah

Tradition continues with card project for veterans, police

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The project is coordinated by members of the Department of Administration's Community Service Committee, which organizes several charitable activities throughout the year to benefit the Greater Topeka area.

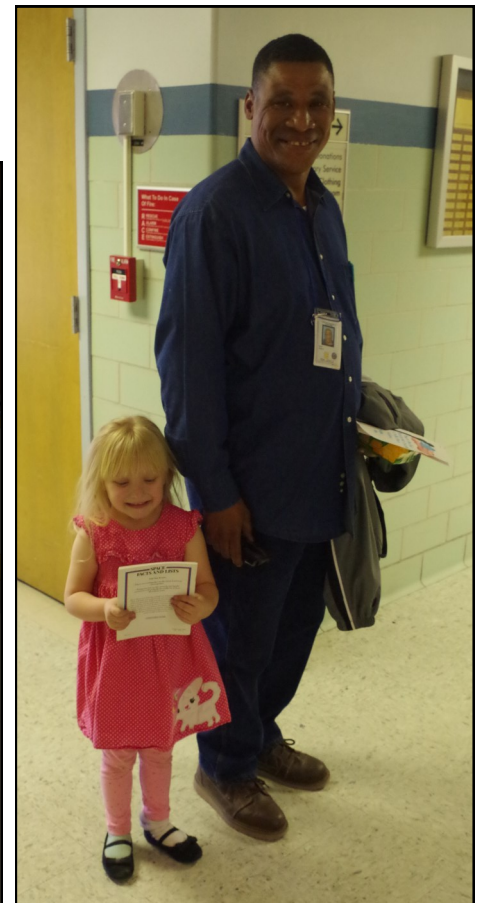
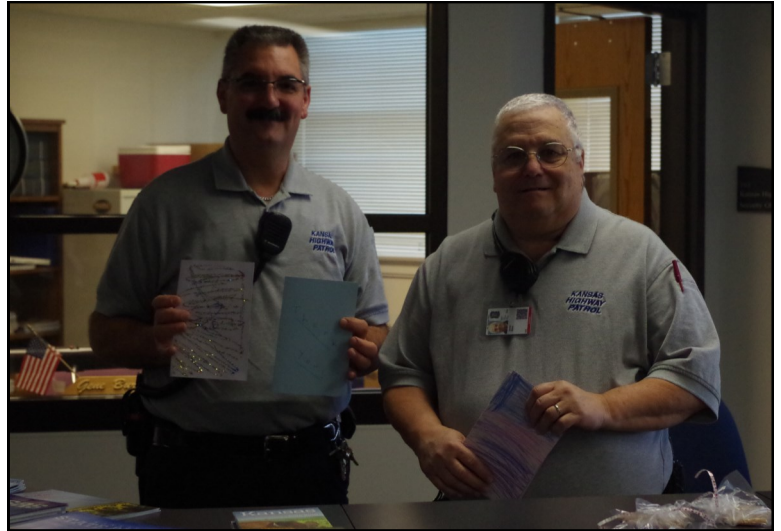
"This is one of our favorite projects of the year because we are able to involve employees and their families to say thanks to those who have served our nation, as well as the Capitol Police, who watch over and keep us safe each day," said John Milburn, Director of Legislative and Public Affairs.

The cards were made by the children of Department of Administration employees, including several area Girl Scout troops who took on the task as an additional community service project of their own and the Holy Family Montessori Pre-School. A special thank-you was inserted in each card expressing gratitude for service. In addition, homemade cookies were given to the Capitol Police staff.

Over 150 cards were constructed. Employees handed out dozens to patients at the VA, Milburn said, with remainder placed on evening meal trays to those who were unable to be visited.

"The support that we get for this project is tremendous and it warms your heart to see the smiles on the veterans' faces," Milburn said. "When you place a card in a veteran's hand, though, you had better be prepared for a big handshake and maybe to shed a tear or two. It can be quite emotional."

Assisting with the delivery of the cards were Sonia Sprouse, Marilyn Revell, Mary Greb-Hall, Jo Boswell and John Milburn.



Keep your eyes on the skies

Kansas to observe Severe Weather Awareness Week March 14-18
as seasons transition from winter to spring and bring threat of damaging storms

From the Kansas Division of Emergency Management

Old Man Winter may be heading for the door – although he may decide to hang around for a while longer; after all, this is Kansas. But even when he is gone, Kansans will still have to contend with Mother Nature and her annual “In like a lion” arrival that heralds severe weather season, bringing with it the potential for tornadoes, severe thunderstorms, high winds, hail, and flooding.

To remind Kansans to be prepared, Gov. Sam Brownback will signed a proclamation on Feb. 26 in the governor’s ceremonial office at the Kansas Statehouse designating March 14-18 as Severe Weather Awareness Week in Kansas.

During the week, the Kansas Division of Emergency Management will urge Kansans to check their emergency kit supplies for their home, office and vehicle, and review their emergency plans to make sure they are prepared for whatever severe weather is thrown our way.

“It doesn’t take a lot of time or a lot of money to ensure you and your family are prepared,” said Angee Morgan, KDEM deputy director. “If you don’t already have an emergency kit, start now by buying a few extra batteries and high-energy snacks during your weekly shopping. Throw a change of clothes, an old pair of glasses and a pair of shoes in your kit.

“Check your first aid kit and make sure it’s complete and up-to-date,” said Morgan. “Doing a little bit each week makes it easier to prepare for unexpected events, particularly when you get the

entire family involved in gathering the supplies and making an emergency plan.

“If you don’t have a specially-constructed storm shelter or a basement, do you know where the safest place in your home is? Do you know how to safely shut off the gas or electricity? If you become separated, do you have a meeting area? How will you communicate with family members who may not be at home when a disaster hits or your loved ones who will be wondering about your safety? These are the things you will need to think about when making your plan.”



Morgan said more information on emergency preparedness and building an emergency kit can be found online at www.ksready.gov.

Kansans are also urged to take part in the statewide tornado safety drill Tuesday, March 15, at 6:30 p.m. across most of the state; Atchison, Doniphan, Johnson, Leavenworth, Linn, Miami and Wyandotte Counties will con-

duct their drill at 1:30 p.m. If severe weather is imminent for a community, the tornado drill will be cancelled for that community.

According to the National Weather Service, the first tornado of 2015 occurred April 2 in Labette County and the last tornado was on Nov. 16. Last year, there were 33 days with more than one tornado reported. The most tornadoes reported in one day was 22.

In all, there were 126 confirmed tornadoes in the state last year, 85 more than hit the state in 2014. On average, Kansas experiences 96 tornadoes a year.



Duo honored as Employees of the Quarter for work on systems project

Two employees in the Division of Systems Management for the Department of Administration were honored on Feb. 15 by Gov. Sam Brownback during an Employee of the Quarter ceremony.

Sarah Tongier and Sunni Zentner were presented with certificates by Brownback and Acting Administration Secretary Sarah Shipman. The two were nominated for the fourth quarter of 2015 for their efforts to help the agency migrate its SHARP and

SMART systems to a hosted environment over the course of several months.

The two were nominated by Sarah Gigous, Director of Systems Management, because of their dedication to getting the project completed, including putting in many extra hours to see that the transition to the hosted environment would be successful without any interruptions in services for state agencies.



South Steps Fridays back in 2016

Building on the success of our inaugural season last summer, the Department of Administration will be bringing back South Steps Fridays this summer. The events are a great way to enjoy lunch on the grounds of the Statehouse, listen to live music and learn about activities and organizations in Topeka and across Kansas. More details will be shared as we get closer to the first event.

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Library @ Work



DROP OFF & PICK UP

**TUESDAYS & THURSDAYS
LANDON ROOM 112**

LIBRARY CARDS

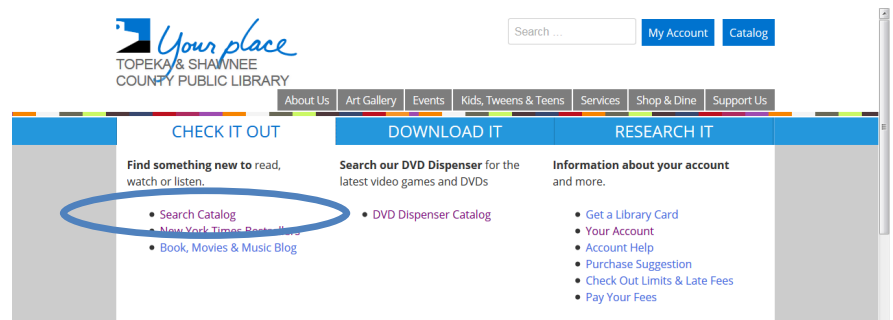
You will need a library card in order to check out items for delivery. You do not have to be a Shawnee County resident to have one. Contact the TSCPL at 785-580-4555 or visit: www.tscpl.org/librarycard

**Questions? Contact DoA
Personnel Services
psweb@da.ks.gov**

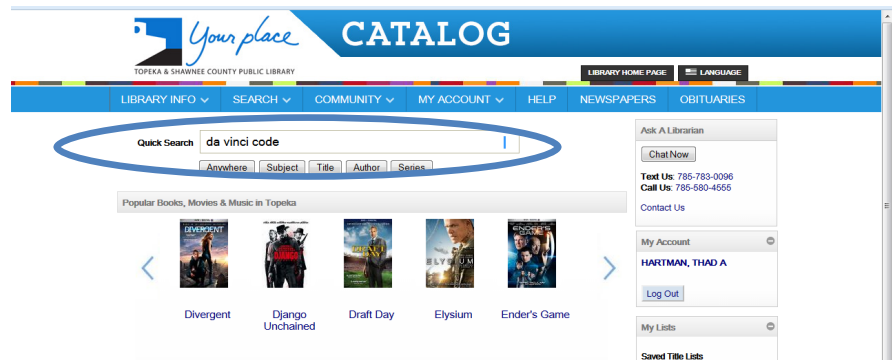
The Topeka and Shawnee County Public Library is now offering the Library@Work Program at the Landon State Office Building. You can use Library@Work to borrow materials from the TSCPL with the convenience of free delivery right here at Landon. Browse the catalog and make reservations online. When your order is ready, your items are delivered directly to Landon 1st floor.

HOW IT WORKS

1. Go to www.tscpl.org



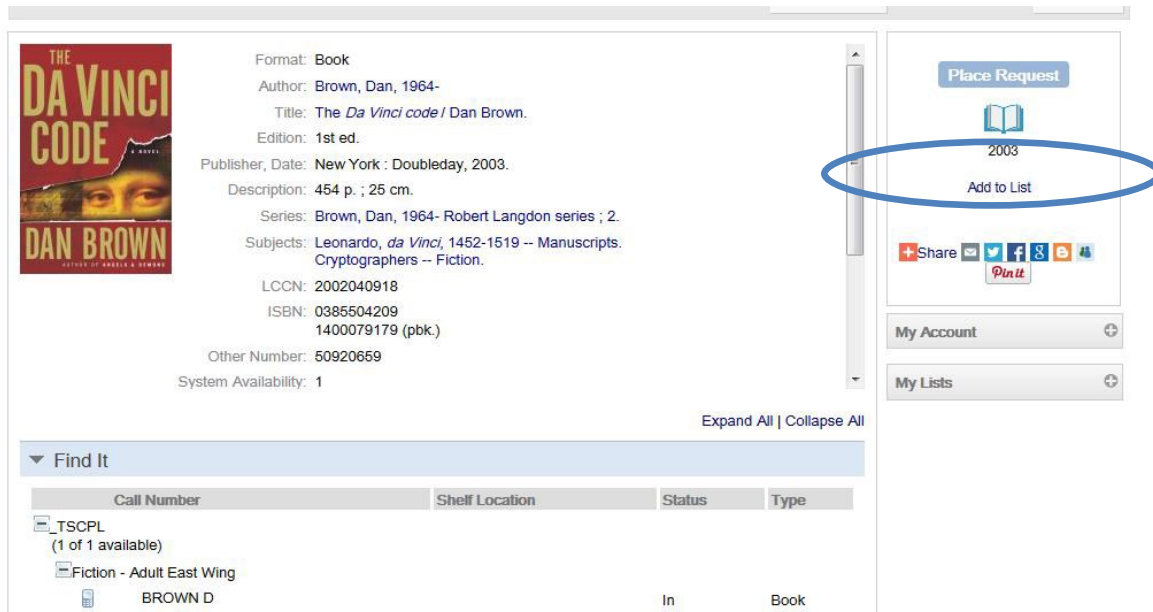
2. Click “Check it Out” and then “Search Catalog”



3. Enter your search terms.
4. Locate the item. Request books, movies, music, audiobooks and more.

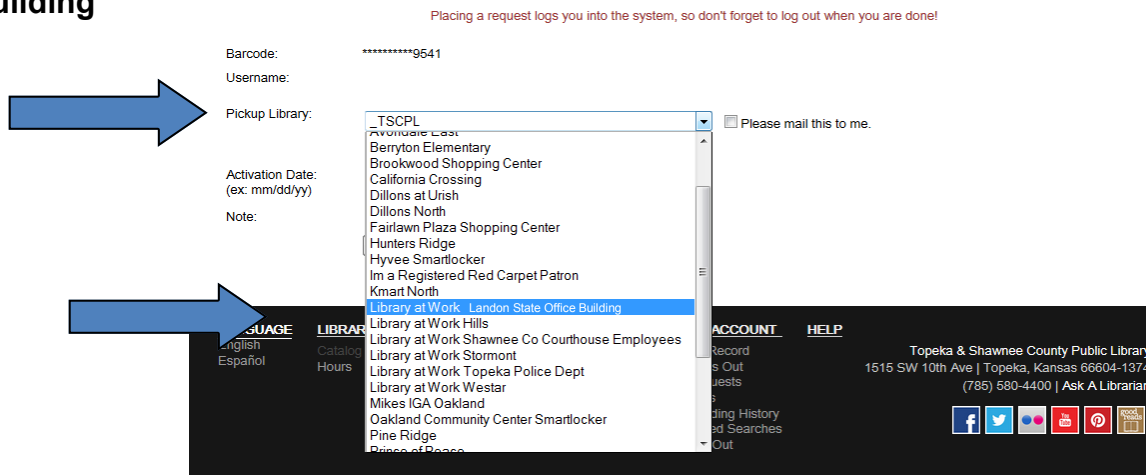
Library @ Work

5. Click “Place Request”



6. If you are not already logged in to the website, you'll need to enter your library card barcode and PIN.

7. In the “Pickup Library” pull-down menu, Choose “Library at Work Landon State Office Building”



8. You will receive an email when your item is available. The item will be delivered directly to the 1st Floor North Lobby of LSOB.

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